

# Making the Best 4-H Clubs Better – Virtually

## Intended Audience

- 4-H Club Members

## Lesson Objectives

Club members and parents will:

- Learn how to effectively keep records of their 4-H experiences
- Gain awareness regarding 4-H opportunities that are available
- Reflect on their 4-H experience by recording their yearly activities and experiences

**Time:** 20 minutes

## Equipment and supplies

- Digital copy of “My 4-H Career Record Book” or link to the Career Record Book at: [go.osu.edu/CareerRecordBook](http://go.osu.edu/CareerRecordBook)
- Instruct participants to have pens or pencils available during the session

## Do Ahead

- Review Curriculum Overview
- Review Lesson
- Share digital copy of “My 4-H Career Record Book” or make link available to members.

## Keeping Your 4-H Records

### BACKGROUND

Often youth are caught up in the day-to-day activities of their 4-H projects and experiences and do not take the time to keep accurate records. Encouragement by volunteers and parents is critical to making this happen. Youth are often unsure of what records they need to be keeping. When it is time to start filling out award and scholarship applications, they are overwhelmed because they are missing the information that they need. Keeping records will allow youth to reflect on their experiences and helps them to recognize their many accomplishments.

### WHY IS IT IMPORTANT TO KEEP GOOD RECORDS?

- Positively reflect your 4-H work
- Aid you in completing 4-H Achievement Records and 4-H Scholarship Applications
- Earn trips, scholarships, and other awards
- Enhance writing skills
- Enhance record keeping abilities
- Help prepare for college
- ***Help prepare for future career opportunities!***

### DOCUMENTING THE 4-H EXPERIENCE

- Show how 4-H has impacted your life
- Tell what you have learned through your 4-H experience
- Document experiences, growth, degree of participation
- Where appropriate, include: hours, dollars, amounts and numbers of donations

### TIPS FOR MAKING IT EASY

- Keep records from year to year
- Continue adding to your forms each year
- Don't forget about the small events that may apply
- Start Early!

***Create a culture of everyone helping each other to succeed!***



Instruct participants to print copy ahead of time and have pen/pencil available or complete as a fillable pdf online. If members can't print the entire document, just print one page of the Career Record Book to record their current year activities.

### Sources

- My 4-H Career Record Book  
<https://jackson.osu.edu/sites/jackson/files/imce/4H%20Career%20Record%20Book.pdf>

### Additional Links

- Creating Effective Achievement Records (PowerPoint presentation) and other resources available  
<https://ohio4h.org/awardsandscholarships>

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## WHAT TO DO

### Activity:

- Ask members:
  - **Why it is important to keep good records?**
  - Have members share their answers with the group with a chat explosion.
  - Share on screen the answers in the background information
- Share on screen the background information section on page one on: **Documenting the 4-H Experience**
- Have members complete one page for the current year of **"My 4-H Career Record Book"**. Review the Record Book with members, by sharing document on screen, prior to giving them time to complete on their own or in breakouts. Set timer for 5 minutes and allow them to work.
  - Ask members to share examples from the various sections of their **4-H Career Record Book**
  - Encourage youth to use examples from other club members to help fill in their records with things they may have forgotten
  - Remember, we are all working together to help everyone succeed!
- Share on screen **Tips for Making it Easy** from the background information on page one.
- Explain that this is something that club members can work on together to help each other succeed.

## TALK IT OVER

### Reflect:

- What is one thing that you have learned through your 4-H Projects?
- Name one way you feel that your 4-H experiences have benefited you.  
***Remind youth to write down their answers somewhere in their 4-H Career Record Book and keep their book in a safe place.***

### Apply:

- Have members share one way they plan to keep up these records in the future.
- Challenge youth to find one other 4-H member to mentor and help encourage them to keep better 4-H Records.
- How can these 4-H experiences help you in applying for future jobs?

## EVALUATION

Place the following link in the chat for attendees to use to complete the evaluation for the session  
[go.osu.edu/bestbettervirtual](https://go.osu.edu/bestbettervirtual) .